

Municipality/Organization: Town of Exeter, NH

EPA NPDES Permit Number: NHR041007

2004 APR 29 P 9:40

MaDEP Transmittal Number: W-

Annual Report Number

& Reporting Period: No. 1: March 03-March 04

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

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Certification:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Signature: 

Printed Name: George Olson

Title: Town Manager

Date: 26 April 2004

Part II. Self Assessment

The Town of Exeter has completed the required self-assessment and has determined that our municipality is in compliance with all permit conditions.

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Part III. Summary of Minimum Control Measures

1. PUBIC EDUCATION

BMP ID#	BMP Description	Responsible Dept.	Measurable Goal(s)
#1	Display Booth at Alewife Festival	DPW	Attend Event/pass out info on Stormwater Program

Progress on Goals Permit Year 1

The Alewife Festival took place Saturday, May 31, 2003. It was a beautiful day and a great turnout (approx 600). Our display was located in the hands on activity area. Our display provided general information about stormwater pollution, with pictures of stenciling activities, catch basin cleaning, and a map of Exeter's storm drainage system. We ran the video, "Stormwater, There is No Away" on a small VCR. We gave away litter bags with the town's stormwater logo "Runoff Returns ... Clean Storm Drains = Clean Water" and put one of our stormwater fact sheets in each bag. The fact sheet provides information on stormwater runoff and ways individuals can protect water quality and control runoff. We also gave away pocket ashtrays to encourage smokers to properly dispose of cigarette waste. We spoke to town residents, residents from other seacoast communities, and residents from other southern New Hampshire towns including Manchester and Derry. We also placed fact sheets in five downtown restaurants to educate customers that may not attend the festival.

Planned Activities of Permit Year 2

We believe that the display at the Alewife Festival was a success and helped us achieve our goal of educating the general public on stormwater pollution and ways to control runoff. We plan to participate in the 2004 festival which will be held on 5 June. We plan to create a new display using information obtained at the "Getting in Step" workshop. We also plan to take advantage of some of the materials provided by EPA Region 1. We will once again run the video and hand out litter bags, fact sheets, and pocket ashtrays.

BMP ID#	BMP Description	Responsible Dept.	Measurable Goal(s)
#2	Stencil Storm Drains	DPW	Complete event – report number of stenciled catch basins

Progress on Goals Permit Year 1

We chose storm drain stenciling as a means to educate and promote voluntary action for pollution prevention. Our objective was to raise awareness of storm drains and their direct connections to local waterways and ultimately the Great Bay Estuary. Stenciling the message "Don't Dump...Drains to River", would alert the community to the fate of runoff water and the pollution carried with it from streets, parking lots, lawns, and driveways. We chose to use volunteers for the stenciling activity so that they would better understand and become ambassadors for the program. The stenciled message is bright, informative, and noticed by the general public, residents, and businesses, and continues to educate long after the event.

Exeter completed three very successful stenciling activities and plans to continue the program.

The first stenciling was with Julia Peterson UNH Seagrant, members of the Exeter Local River Advisory Committee (ERLAC) and Exeter High School students and teachers. 27 Adults and Teens, 28 catch basins painted, 40 door hangers distributed

The second activity was with Julia Peterson UNH Seagrant, Phillips Exeter Academy, 7 students and 2 teachers, 158 catch basins painted (switched to spray paint), 70 door hangers distributed

The third activity was with Julia Peterson UNH Seagrant, the Exeter Rotary, and students/teacher from Exeter High School. 26 Adults and teens, 173 catch basins painted, 120 door hangers distributed. We were successful in getting newspaper articles and pictures of the stenciling events.

Planned Activities of Permit Year 2

The areas we chose for the first two stenciling activities are the most widely used pedestrian areas in Exeter. We are planning to restencil those areas where the message has faded. The spray paint was much faster, but also faded much quicker. We will continue to use spray paint for the stencils and just repaint as necessary. We would also like to stencil one of the newer developments and at the same time educate them about their stormwater controls.

BMP ID#	BMP Description	Responsible Dept.	Measurable Goal(s)
#3	Stormwater video on local cable station	DPW	Local channel plays video

Progress on Goals

We planned to introduce the video "Stormwater, There is no Away" to the general public, via the local cable station, on "Earth Day" 2004. To date, the Department of Public Works staff has viewed the film and it was shown at the 2003 Alewife Festival. We provided a copy of the video to the Facilities Maintenance Department at Phillips Exeter Academy (PEA). Also, we promoted the February viewing of "After the Storm" on Public Television, by placing copies of the announcement in town buildings.

Planned Activities Permit Year 2

The local Channel 22 will play the stormwater video on Earth Day (Apr 22, 2004) at 7:30am, 11:30 am, 3:30pm and 6:30pm. It will also play in May just before the Conservation Committee meeting is aired. We will work with the local Channel 22 to play the video again in the summer and fall. We plan to show the film at the 2004 Alewife Festival. PEA Facilities Department will show it to their employees and determine if there are other opportunities for viewing at PEA. We will post announcements for the May 9th airing of "After the Storm".

BMP ID#	BMP Description	Responsible Dept.	Measurable Goal(s)
#4	Educational Display @ Town Building	DPW	Set up display at building open to public

Progress on Goals

We set up a display at the town hall during the January primary election. The display was set up just as you entered the front doors of the town hall. It was adjacent to the table which had all the information on voting. The display featured our Stormwater Management Plan, a Notice for the upcoming Public Hearing, a Notice of upcoming free workshops on "Care and Maintenance of Septic Systems". We also used some of the EPA materials for Stormwater Outreach. We set up the same display at the town hall during the March town vote. This time we placed it just as you entered the second set of doors into the voting hall. We also had a display of the "Stormwater and the Construction Industry" posters. We believe that this was a good location and method of outreach.

Planned Activities Permit Year 2

We intend to work with the public library to establish an appropriate time for a display. Some homeowner groups use the library for various meetings, which we believe it would be beneficial to have a display and information on stormwater runoff, stormwater controls and opportunities to stencil the catch basins in their neighborhood. We will continue with displays at town hall.

BMP ID#	BMP Description	Responsible Dept.	Measurable Goal(s)
#5	Household Hazardous Waste Collection	Town Manager/DPW Rockingham Planning Commission	Hold Household Hazardous Waste Day and have good turnout of town residents

Progress on Goals

The Town of Exeter, along with Stratham and Newfields, holds a Household Hazardous Waste (HHHW) Collection Day each fall. The Town of Exeter, Public Works Dept hosts the collection each year. We are required by the state grant to survey the residents as they drop off their materials. The survey asks general questions about disposal of household chemicals and paint. We believe that the HHHW collection prevents the illegal dumping of chemicals and other items that cannot be placed in regular trash. We collect electronic equipment for a fee and this has been successful.

Planned Activities Permit Year 2

We will host the annual fall HHHW Collection Day. We will try to make the connection between HHHW collection and stormwater pollution. We are considering handing out our litter bags with the stormwater message and including one of our stormwater fact sheets inside the bag. We will look at numbers that participated in the 2003 collection and determine if we have enough materials after the Alewife Festival. If we have enough materials we will hand them out to all three communities participating in the HHHW collection.

2. PUBLIC PARTICIPATION

BMP ID#	BMP Description	Responsible Dept.	Measurable Goal(s)
#6	Public Notice	DPW	Issue public notice in local paper, encourage public participation in the Stormwater Pollution Prevention Program and present the Stormwater Management Plan to the public at Public hearing
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Progress on Goals

A presentation on Exeter's NPDES General Permit for Stormwater Discharges was part of the Conservation Committee's February 10, 2004 meeting. We placed a legal notice in the local newspaper on January 20, 2004 and February 3, 2004. We posted the legal notice at the Exeter Town Office, Exeter Town Hall, and Exeter Public Library. We also posted the legal notice on our stormwater display during the January primary election. The Conservation Committee also posted a legal notice on February 2, 2004 at the Exeter Town Office, Exeter Town Hall, and Exeter Public Library. All notices encouraged public participation and comment. The meeting was televised. After the meeting, the Stormwater Management Plan (SWMP) and the Public Hearing Comment Form were placed on the town web site. Attendance was minimal, a few questions were asked during the meeting. No comment forms were submitted.

Planned Activities Permit Year 2

None planned at this time.

BMP ID#	BMP Description	Responsible Dept.	Measurable Goal(s)
#7	Review need for Stormwater Committee	DPW	Meet biannually if established

Progress on Goals

We placed this BMP in permit year three. We discussed the possibility of forming a SW Committee during the public hearing and requested anyone interested in participating to contact the Public Works Department. We think that if the interest and need is determined that we will create a sub committee under the conservation committee. Currently there doesn't seem to be an interest from the public. We may find that we need to establish a stormwater working group to include members from all town departments.

Planned Activities Permit Year 2

None planned at this time

BMP ID#	BMP Description	Responsible Dept.	Measurable Goal(s)
#8	Stencil Storm Drains	DPW	Track number of volunteers

Progress on Goals Permit Year 1

This was a successful event for public participation. We had three stenciling events with a total of 62 volunteers. (See BMP #1) Adults, students, teachers and members of the business community participated in storm drain stenciling.

Planned Activities of Permit Year 2

We have one stenciling event planned with volunteers from Phillips Exeter Academy. We are encouraging homeowner associations to stencil drains in their neighborhoods.

3. ILLICIT DISCHARGE DETECTION & ELIMINATION

BMP ID#	BMP Description	Repsonsible Dept.	Measurable Goal(s)
#9	Survey Portion of Outfalls	DPW	Visual Shoreline Survey

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Progress on Goals Permit Year 1

We placed this BMP is permit year 2.

Planned Activities of Permit Year 2

We are planning to conduct a visual dry weather survey of outfalls on the Exeter River which is also a source of our town water supply.

BMP ID#	BMP Description	Responsible Dept.	Measurable Goal(s)
#10	Update Stormwater Drainage System	DPW	Create maps check against visual survey

Progress on Goals Permit Year 1

Exeter had an existing GIS mapping system and the storm drainage system was included. The town had not updated the storm drainage system from the original GIS mapping in 1996. We applied for and received a 60/40 matching grant from the NHDES to update the storm drainage system in 2002/2003. We contracted with Cartographic Assoc., Inc. to GPS locate approximately 400 storm drainage structures, and add them and associated pipes to our existing maps. The town made copies of as-builts, helped with field work, and reviewed submissions. The grant also allowed us to add as-built drawings of our major storm/sewer separation projects that are linked to our GIS. The grant also helped us purchase a storm/sewer software to track inventory, inspection, condition, cleaning, repairs, and replacements. In addition to the grant, the town purchased a handheld GPS unit which will allow us to locate/check outfalls. The town purchased a laptop computer and projector to use at the public hearing and other outreach events.

Planned Activities of Permit Year 2

Update storm drainage maps as required.

BMP ID#	BMP Description	Responsible Dept.	Measurable Goal(s)
#11	Ordinance to prohibit non-stormwater discharges	DPW/Selectmen	Ordinances updated to include appropriate enforcement procedures

Progress on Goals Permit Year 1

Exeter has an existing Stormwater Regulation which includes enforcement and penalties.

Planned Activities of Permit Year 2

We are planning to compare our stormwater regulation to other stormwater regulations and review comments that EPA may provide.

BMP ID #12, #13, #14, #15, and #16 are in permit year 4 and 5.

4. CONSTRUCTION SITE RUNOFF CONTROL

BMP ID#	BMP Description	Responsible Dept.	Measurable Goal(s)
#17	Update existing site site plan regulations	DPW/Planning/Building 2004 APR 29 P 9:41	Documents updated

Progress on Goals Permit Year 1

Scheduled for Permit Year 2. However, we accomplished the update in Permit Year 1. We reviewed our existing site plan regulations and updated them to include additional requirements of NPDES Phase II. The updates were approved by the Planning Board following a public hearing on April 10, 2003.

We created binders for the Planning Office and the Public Works Dept., which includes a copy of the Construction General Permit, "Storm Water Permit Basics: NH Digging Needs a Federal Permit", and NOI / NOT forms. This is made available to contractors/builders that may have questions on the new NPDES/town requirements.

We posted information on the Dec 12th workshop in the Town Office, Planning Office, and Public Works Office

Planned Activities of Permit Year 2

Display large posters (Stormwater and the Construction Industry) in the Planning Dept lobby.

BMP ID#	BMP Description	Responsible Dept.	Measurable Goal(s)
#18	Site plan review for all constr. projects >= 1 acre	DPW/Planning/Building	Site plans reviewed for stormwater controls

Progress on Goals Permit Year 1

All construction projects >= 1 acre are reviewed for stormwater erosion and control BMPs

Planned Activities of Permit Year 2

Continue to review construction projects for stormwater erosion and control BMPs

BMP ID#	BMP Description	Responsible Dept.	Measurable Goal(s)
#19	Construction Site Inspections	DPW/Planning/Building	Site inspected at critical construction phases and after storm events

Progress on Goals Permit Year 1

Scheduled for Permit Year 4. In Permit Year 1, we are inspecting all ongoing construction projects.

Planned Activities of Permit Year 2

Continue to conduct inspections of construction sites.

BMP ID#	BMP Description	Responsible Dept.	Measurable Goal(s)
#20	Develop and implement construction site information and reporting	DPW/Planning/Building	Create signs to post at construction sites and hotline for public reporting

Progress on Goals Permit Year 1
Scheduled for Permit Year 4.

Planned Activities of Permit Year 2
None at this time

5. POST CONSTRUCTION RUNOFF CONTROL

BMP ID#	BMP Description	Responsible Dept.	Measurable Goal(s)
#21	Implement site appropriate non-structural, structural, infiltration, and vegetative practices, BMPs as determined during planning/site review	DPW/Planning/Building	BMPs are in place

Progress on Goals Permit Year 1
Scheduled for Permit Year 4. In Permit Year 1, we are requiring all stormwater BMPs to be in place.

Planned Activities of Permit Year 2
Continue program.

BMP ID#	BMP Description	Responsible Dept.	Measurable Goal(s)
#22	Develop O&M program for BMPs	DPW/Planning/Building	Signed Maintenance Agreements

Progress on Goals Permit Year 1
Scheduled for Permit Year 5. In Permit Year 1, we have developed a "Stormwater Management/BMP Facilities Maintenance Agreement" and are requiring owners/developers to sign and implement an O&M program.

Planned Activities of Permit Year 2
Continue program.

6. MUNICIPAL GOOD HOUSEKEEPING

BMP ID#	BMP Description	Responsible Dept.	Measurable Goal(s)
#23	Create P2/ Good Housekeeping Prog for Municipal Employees	DPW	Provide training

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Progress on Goals Permit Year 1

Scheduled for Permit Year 4. In Permit Year 1, we showed the video, "Stormwater, There is No Away", to the entire Public Works Department. Displayed large construction posters in the public works conference room. Presented information on the NPDES Phase II Stormwater Permit to the public works staff at quarterly meetings.

Planned Activities of Permit Year 2

The Rockingham Planning Commission, Exeter Conservation Commission, Recreation Dept., Public Works Dept., and Swasey Parkway Trustees will conduct a workshop on riparian buffers and maintaining town property adjacent to waterways.

BMP ID#	BMP Description	Responsible Dept.	Measurable Goal(s)
#24	Sweep Streets	DPW	Streets swept

Progress on Goals Permit Year 1

Streets were swept. Some work had to be contracted out, due to condition of town sweeper. The town sweeper was constantly in the shop for repairs. The downtown area is swept first, main corridors second, and other streets third. The downtown area and main corridors are swept more than once per season. The town traded the existing sweeper for another type of sweeper. The town has begun street sweeping to pick up winter sand.

Planned Activities of Permit Year 2

Continue sweeping with new (used) equipment. Document streets swept.

BMP ID#	BMP Description	Responsible Dept.	Measurable Goal(s)
#25	Inspect Catch Basins	DPW	Catch basins inspected
#26	Clean Catch Basins	DPW	Catch basins cleaned

Progress on Goals Permit Year 1

Make arrangements with Water/Sewer Department to use their new VACON to implement a catch basin inspection/cleaning program.

Planned Activities of Permit Year 2

Document number of catch basins inspected and cleaned. Good start with over 60 catch basins inspected, cleaned and documented condition by the middle of April.

6a ADDITIONS

BMP ID#	BMP Description	Responsible Dept.	Measurable Goal(s)
#27	Vehicle Washing	DPW	Construct a vehicle washing facility for town vehicles

Progress on Goals Permit Year 1

Public Works Department constructed a vehicle wash bay for all town vehicles. The Water/Sewer garage was altered to use the end bay for the vehicle wash. The contract cost was \$85,000.

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